

*Iowa Prison Industries
Federal Surplus Property
600 SE 18th Street
Des Moines, Iowa 50317*

Phone Number: (515) 266.6913
Fax Number: (515) 263.4910
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Organizations that are eligible to participate in the Federal Surplus Property Program are public agencies (i.e.: cities, counties, state government, public schools and public hospitals) and certain non-profit agencies that are licensed and approved by the State.

To qualify to receive Federal Property, complete the application and forward it to the Federal Surplus Property office to be reviewed for eligibility.

Information must be entered directly on the form, then print, sign and mail or fax to Federal Surplus Property. All sections must be filled out. Please provide as much information as available.

**INSTRUCTIONS FOR COMPLETEING APPLICATION FOR ELIGIBILITY TO
RECEIVE FEDERAL SURPLUS PROPERTY**

PUBLIC AGENCY	OR	PRIVATE, NON-PROFIT AGENCY
1. Legal name and address of your agency		1. Legal name and address of your agency
2. Check "A" Public Agency		2. Check "B" Private Non-profit Agency
3a. Check the type of Agency		3. Skip Section 3 (for public agency)
3b. Most Public Agencies are covered in the Iowa Code.		4a. Check the principal purpose of your agency.
3c. Give number of population, students, clients, inmate number, residents, number served daily.		4b. Is your agency licensed or your staff licensed? (ATTACH PROOF OF LICENSURE).
3d. Expenditures for the last full fiscal year.		4c. Include a photocopy of the IRS RULING LETTER for your organization declaring it as private, non-profit under Section 501c(3).
3e. Sources of Funds divided into percentages.		4d. Give the percentages of the funding sources of your operating budget.
3f. Budget amount for this fiscal year. A current copy of your budget is required, and a budget is to be turned in each year thereafter.		4e. Send a COMPREHENSIVE NARRATIVE DESCRIPTION of the functions of your agency. Send printed brochures, if available, a copy of your Articles of Incorporation, By-laws, document showing filing with Secretary of State, and funding information. This will help us determine your eligibility.

3g. If your agency is NOT a State, County, City Government, State College or University, or a Public School, give a Narrative Description of the Functions of your Agency, names and total number of staff that work there, the services provided and for whom, your facility, a copy of your 28E agreement, and any other information to help us determine your eligibility.	5. Complete and Sign Section 5 (the Non-Discrimination Agreement)
4. Skip Section 4 (for Private, Non-profit).	6. Complete and Sign Section 6 (Donee Agency Authorization, Certification and Agreement).
5. Complete and Sign Section 5 (Non-Discrimination Agreement).	7. Complete and Sign Section 7 (Debarment Agreement).
6. Complete and Sign Section 6 (Donee Authorization, Certification and Agreement).	Read and Familiarize yourself with the Certifications and Agreements including the Terms, Conditions and Restrictions. If you have any questions concerning any part of the application, please call for clarification at (515) 266.6913.
7. Complete and Sign Section 7 (Debarment Agreement).	
Read and Familiarize yourself with the Certifications and Agreements including the Terms, Conditions and Restrictions. If you have any questions concerning any part of the application, please call for clarification at (515) 281.0426.	Iowa Prison Industries Federal Surplus Property 600 SE 18 th Street Des Moines, IA 50317 Phone: (515) 266.6913 Fax: (515) 263.4910

Please see IASASP Required Documentation for Applicants